

# CALIFORNIA DEPARTMENT OF TRANSPORTATION

## DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> Caltrans Highway Maintenance Worker	<b>DISTRICT/DIVISION/OFFICE</b> 04/MAINTENANCE/EAST BAY REGION	
<b>WORKING TITLE</b> Caltrans Highway Maintenance Worker	<b>POSITION NUMBER</b> 904-690- 6287	<b>EFFECTIVE</b>

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

### **GENERAL STATEMENT:**

Under supervision of a Caltrans Maintenance Supervisor or designee, and lead guidance from a Caltrans Highway Maintenance Leadworker, the incumbent performs various types of highway maintenance functions such as but not limited to: heavy manual labor, AC paving, pothole patching, mowing, and removal of debris. Will assist with traffic control including lane closures; perform general custodial duties. Will operate Category 3 vehicles requiring a Class C driver's license, such as light trucks, automobiles, highway maintenance/construction equipment. When properly licensed, may operate Category 2 equipment, Class A drivers license is desirable. Incumbent will be required to work in inclement weather and in close proximity to heavy traffic conditions.

Incumbent will not be subject to continuous control. Working alone or with other crew members, is expected to accomplish set priorities with a reasonable degree of independence.

Must be willing to work non-traditional work schedules to accommodate special events, emergencies, or projects that affect the Region or Caltrans.

### **Typical Duties:**

#### **Percentage**

Essential (E) Marginal (M)

#### **Job Description**

**50% (E)** Perform manual tasks associated with maintenance of State highways, including the use of shovels, AC lute, pitchfork, handsaw, sledge hammer, various wrenches, jackhammer, digging bar, chainsaw, rake, weed eater, broom, litter pickers and other common hand tools. Work may involve heights above 30 feet. Clean and inspect culverts, ditches and drains, often on steep or uneven terrain. Perform AC and pothole patching. Operate vehicles requiring a Class C driver's license. Patrol highways during stormy weather which may include nights, clearing slides, cleaning drains, removing fallen trees, and performing flood control.

**45% (E)** Remove debris or dead animals from roadway or shoulder of State highway. Cut trees and brush along shoulder for safety and sight clearance. Perform weed control using both manual and power tools. Install delineation and Post Mile markers along shoulder of State highway. Install and maintain lane closures, perform traffic control including setting cones and operating 2-way radio.

**5% (M)** Perform custodial duties such as emptying trashcans, sweeping barn and crew rooms, cleaning bathrooms and replenishing supplies. Perform minor equipment repairs and keep tools and equipment clean.

### **SUPERVISION EXERCISED OVER OTHERS**

None

### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of materials, methods, equipment, and tools used in highway maintenance. Ability to learn and understand the principles of safe working practices and traffic control. Class C drivers license with Tank endorsement is required; Class A is desirable.

### **CONSEQUENCE OF ERROR/REASONABILITY FOR DECISIONS**

Incorrect decisions or errors in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability.

### **PUBLIC AND INTERNAL CONTACTS**

Employees must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public; however, no routine public contacts are assigned.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

#### **Physical:**

Incumbent must be physically capable of utilizing hand tools and manual digging tools. Must be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking and lift heavy material above the head in order to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. Must be able to work above ground at heights of above 30 feet.

#### **Mental:**

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable.

**Emotional:**

Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties. Must be capable of responding appropriately to difficult situations, recognizing emotionally charged issues or problems, and acknowledging the various responses.

**WORK ENVIRONMENT:**

Incumbent will be exposed to the following conditions; loud noise; dust; pollen; chemicals; extreme weather conditions; dead animals; moving traffic; vehicle accidents; insects, reptiles, poison oak and other environmental conditions associated with Highway Maintenance.

The incumbent will be required to wear safety equipment such as earplugs, hard hats, move heavy objects, stand or sit for prolonged periods. May also be required to bend, stoop, or kneel. May be required to assist in the clean up in the event of an accident involving drivers and or hazardous spills. May be required to work in confined spaces, homeless areas, hazmat incidents and remove dead animals from right away.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring Supervisor. If you are unsure if you require reasonable accommodation, inform the hiring Supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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Employee

Date

I have discussed and provided a copy of this duty statement to the employee named above.

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Supervisor

Date

**ADA Notice** For individuals with sensory disabilities, this document is available in other formats. For information Call (916) 654-6410 or TDD (916) 654-3880 or write records and forms management, 1120 N Street, MS 89, Sacramento, CA 95814.